

NOTICE OF ACTIVE RECORDS DISPOSAL

May 24/97 CF
JANE
2R51
RESEARCH

Y LEWIS

TO: _____ DATE: January 6, 1997
(EMPLOYEE)
DEPT: Research and Development
FROM: Information Security (The Central File)
(RESPONSIBLE RECORDS MANAGEMENT GROUP)

Records in the following categories that were created prior to the date shown in column three are scheduled for disposal as of January 1, 1997.

(DATE)

Please initial each line below corresponding to a record category denoting either that 1) you have documents in that category or 2) you have destroyed all documents in that category up to the date shown unless the documents are under **disposal suspension**. Your initials indicate compliance with the dates specified. If you **do not** possess any documents in a category, it is not necessary to initial that line. For legal reasons, all R&D employees should have a copy of the **Philip Morris USA Records Management** manual (*R0070 Records Retention Schedules*) and it needs to be noted on this form. **You must attach an explanation for those records that are retained beyond their retention period.** Sign and return this form as indicated below.

Category Code	Record Category	Dates to Retain	Initials
A0150	Administrative	1995→	JPL
A0350	Applications/Resumes	1996→	
A0470	Associations & Memberships	1996→	
A0502	Audit Report	1990→	
A0560	Accident/Injury Reports	1996→	
A0570	Accruals, Year End	1996→	
A0580	Asset Disposals	ACT	
A0630	Attendance Reports	1995→	JPL
→ C0010	Calendars/Diaries/Daytimers	1996→	JPL
C0020	Campaigns/Programs/Special Events/Awards	1995→	
C0070	Capital Forecasts/Capital Expenditures	1994→	JPL
C0550	Conferences & Seminars	1994→	
C0650	Contracts & Agreements--Official Copies	ACT+6 (1991→)	
C0651	Contracts & Agreements--Unofficial Copies	ACT	
C0770	Correspondence	1995→	JPL
C1020	Cigarette Distribution (Factory Smokes)	1992→	
C1030	Chemical Waste Manifest	1992→	
E0380	Equipment/Machinery	ACT	
E0530	EPA Weekly Inspections	1996→	
E0540	Environmental Documents	ACT	

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F0230	Five Year Plans	1994→	
F0470	Facilities Management	ACT	
F0480	First Aid Team Records	ACT	
G0150	Government Laws/Regulations/Agencies	SUP	
G0220	Grievances	ACT	
I0370	Invoices	1996→	
I0440	Insurance--Risk Management	ACT	
J0010	Job Descriptions	SUP	JYL
J0060	Job Orders/650 Appropriations	ACT	
L0280	Lists/Directories	SUP	
L0460	Labor Relations	SUP	
M0050	Manuals	SUP	JYL
M0140	Marketing Files	1994→	
M0340	Minority Affairs	1994→	
M0390	Monetary Approvals	SUP	
M0560	MSDS Documents	P	
N0110	Negotiation Proceedings	ACT	
N0130	Nuclear Regulatory Files	P	
O0070	Organization Charts	SUP	
O0080	Organizational Announcements	1996→	
O0220	OSHA Information	SUP	
P0070	Patents	1994→	
P0190	Personnel/Employee Files	ACT	JYL
P0330	Policies & Procedures	SUP	JYL
P0621	Projects--Administrative	ACT	JYL
P0622	Projects	ACT	JYL
P0780	Purchase Orders/Requisitions	1995→	
P0790	PED Smoking Ballots	Nov. 1996→	
P0810	Patent Coordinator	ACT	
R0070	Records Retention Schedules	1947→	JYL
S0360	Software	ACT	
S0450	Standards/Specifications	SUP	
S0631	Succession Planning	1996→	
S0730	Surveys & Studies	1994→	JYL
S0810	Safety Issues	1992→	JYL
T0380	Training & Development	1995→	
V0120	Vouchers	1996→	

I certify that the records I have destroyed were reviewed against all applicable Disposal Suspension Notices and that none of these records is subject to any Disposal Suspension.

John J. Lewis
(EMPLOYEE)
Richard D. Pope
(NEXT LEVEL OF SUPERVISION)

2/13/97
(DATE)
2/24/97
(DATE)

NOTE: Return this form to Information Security (Central File), T-1 no later than February 24, 1997.
Please call Carla Gregory at extension 2879 or Charity Harris at extension 2411 if you have questions.

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